



*For this generation...and generations to come.*

## **SENIOR ACCOUNTING MANAGER POSITION DESCRIPTION**

### **Organization**

Established in 1954, the Jewish Community Foundation of Los Angeles (The Foundation) manages charitable assets of over \$1 billion entrusted to it by over 1,300 families. The Foundation partners with donors to shape meaningful philanthropic strategies, magnify the impact of giving, and build enduring charitable legacies. Over the past 25 years, The Foundation has distributed over \$1 billion in grants to thousands of nonprofits across a diverse spectrum. The Foundation's investments include multiple investment pools, 35 support foundations, and many other investments, including over 200 accounts at more than 20 banking and investment firms. [www.jewishfoundationla.org](http://www.jewishfoundationla.org).

### **Position Summary**

The Senior Accounting Manager helps manage and actively participates in the accounting cycle to ensure that The Foundation's accounting processes are timely, accurate, efficient, and consistent. The manager also oversees the payroll function. The successful candidate will have a deep knowledge of accounting, with a particular emphasis on fund accounting, and the willingness to roll up his/her sleeves.

This position supervises a General Ledger Accountant and Accountant/Payroll Specialist and reports to the Controller. This is a newly configured position.

### **Responsibilities**

- Oversee and participate in the daily work and monthly/quarterly close process in key accounting areas, including:
  - investment accounts (investment pools and individual donor funds)
  - accounts payable function, including reviewing and approving accounts payable and grant distributions and ensuring accurate coding and recording
  - payroll function, including benefits-related expenses
- Review and prepare deposit entries; review gift acknowledgment letters
- Prepare weekly cash management schedules
- Prepare monthly and quarterly allocation entries related to investment activity and fees
- Monitor workflow and productivity to ensure deadlines are met
- Prepare complex audit schedules such as investment roll forward schedules

- Support annual budget process and preparation of annual tax forms
- Provide analysis and reports to management as requested
- Support and maintain process documentation
- Cross train on all other accounting processes; provide backup support for Controller and other staff members
- Perform special projects as requested

**Core Competencies and Qualifications (Required)**

- Bachelor's degree in accounting
- 7 years of accounting experience (preferably foundation); superior knowledge of accounting guidance
- Foundation or other fund accounting experience
- Experience with Financial Edge and Raiser's Edge
- 3-5 years of experience managing payroll for a medium-sized organization
- Strong skills supervising people, projects, and closing timelines
- High level of demonstrated accuracy
- Significant experience preparing complex audit schedules
- Strong analytical, critical thinking and problem solving skills
- Proven ability to track and manage several projects simultaneously
- Exceptionally motivated, organized and detail-oriented; team player with a willingness to help where required
- Familiarity with investment brokerage statements
- Ability to work both under supervision and independently
- Professionalism and discretion

**Core Competencies and Qualifications (Desired)**

- CPA
- ADP proficiency

Please send resume to [jobs@jewishfoundationla.org](mailto:jobs@jewishfoundationla.org). No phone calls please.

It is The Foundation's policy to provide equal employment opportunity for all applicants and employees.